Agency Performance Plan

FY 2004

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| Name of Agency: Department of Education |
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| Agency Mission: Our Mission is to champion excellence in education through superior leadership and service. We are committed to ensuring that all Iowans have access to a network of services that allows them to realize their potential. Through education, we strive to build a quality of life which sets the standard for the nation. |
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| Core Function | Outcome Measure(s) | Outcome Target | Link to Strategic Plan Goals |
| CF: Resource Management --Provide all vital infrastructure needs necessary to administer and support agency operations. Key activities may include financial and personnel services such as payroll, accounting and budget; purchasing of goods and services; media management; information technology enhancement, management and support; data, research and information services; finance support for schools; staff development; leadership; communication; legislative support; planning; policy development; maintenance of physical infrastructure and governance system development to achieve results for Iowans. |  |  | Support Goal C: To provide collaborative state level leadership and support for Iowa education in order to create system wide improvement and increased student achievement. |
| Desired Outcome(s): |  |  |  |
| Internal and external customers have the information that is needed statewide for policy development and resource allocation and at the local level to improve instruction. | Percentage of school districts participating in a statewide individual student record system.Percentage of community colleges participating in the CC Management Information System. | 100% by June 30, 2004100% |  |
| Customers will receive state aid, federal funds and flow-through dollars in a timely fashion.  | Percent of payments for state aid, federal funds, and other allocations sent out to local school districts, community colleges and other customers on date specified for distribution. | 100%  |  |
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| Services, Products, Activities | Performance Measures | Performance Target(s) | Strategies/Recommended Actions |
| 1. Collect, analyze and disseminate data
 |  |  | Implement Project EASIER |
|  A. About schools and the preK-12 education system | Percent of districts participating in the Basic Educational Data Survey.Percent of districts participating in a statewide individual student record system. | 100%100% by June 30, 2004 | Provide Fall and Spring BEDS training; provide follow-up and editing; continue to convert to electronic transfer of data. |
| 1. About community colleges.
 | Percent of community colleges participating in the CC management information system, | 100% | Refine definitions to ensure consistency of reporting. Review reporting fields to ensure that types of data collected meet information needs. |
| Core Function | Outcome Measure(s) | Outcome Target | Link to Strategic Plan Goal |
| CF: Education. Provide technical assistance and professional development to increase capacity at the local level related to continuous improvement, improving instruction in order to improve student performance, support for management services, and intermediate support. Impart knowledge or develop skills and competencies in Iowa library staff and trustees. |  |  | Education System Goal: To improve the level of learning, achievement and performance of all students so they will become successful members of their community and the workforce.Support Goal A: To help schools and their communities obtain the skills, competencies and resources they need to meet the learning needs of all their children and adults.Support Goal A: To help schools and their communities obtain the skills, competencies and resources they need to meet the learning needs of their children and adults.LSTA Five Year Plan 2003-2007 Goal 2. Improve library service to Iowans through knowledgeable, customer-oriented staff and well-informed, effective public library trustees. Goal 3. Position librarians to be recognized as the experts in helping Iowans become competent information consumers.Plan of Service FY2003-2004 Goal 1. Iowa libraries will be able to explain and demonstrate the value of their services in order to increase use of and support for libraries. Goal 3. Iowa library staff will have the skills necessary to effectively manage and operate the library in order to provide excellent service to Iowans.Goal 4. Iowa library trustees will have the skills necessary to effectively govern the library’s operation so that the local library will prosper and respond to community needs. |
| Desired Outcome(s): |  |  |  |
| To improve student achievement  | Percentage of Iowa 4th graders proficient in reading comprehension  |  70% on Iowa Tests of Basic Skills | Implement statewide reading projects.Provide information about research-based instructional strategies in reading, math and science through content area networks. |
|  | Percentage of Iowa 8th graders proficient in mathematics |  73.3% on Iowa Tests of Basic Skills | Provide information about research-based instructional strategies in math, reading and science through content area networks. |
|  | High School Graduation Rate |  89.7% |  |
| To improve teacher quality | Percent of teachers in core academic areas appropriately licensed and assigned. | 100%  |  |
| Students successfully completing at least two years of postsecondary education | Community College 3-year cohort graduation rate (first-time, full-time credit students) |  46.85% | Assist with the establishment of the Iowa Learns Council. |
| Librarians and trustees have the leadership, support services and information necessary to provide the best possible library services for Iowans. | Percentage of Iowa public and academic libraries that have used the services of the State Library or Library Service Areas | 90% |  |
| Services, Products, Activities | Performance Measures | Performance Target(s) | Strategies/Recommended Actions |
| 1. Conduct school improvement visits.
 | Percent of local school districts visited annually by school improvement team | 20%  | Maintain efforts -- currently meeting target. |
|  2. Develop and implement a research-based professional development model  | Percent of districts whose professional development plans are approved | 100% by 2004 |  |
|  3. Build the capacity of AEAs to provide intermediate support | Percent of AEAs accreditedPercent of local district respondents agreeing or strongly agreeing that AEA services met their professional needs. | 100% 95% |  |
|  4. Provide information and technical assistance to agencies receiving federal program funds | Loss of federal funds from USDA and USDE due to noncompliance  |  0% | Maintain current efforts -- currently meeting target. |
|  5. Provide technical assistance to practitioner preparation programs, especially as it relates to assessment practices and meeting program approval standards. Revise the approval process. | Percent of practitioner preparation programs participating in technical assistance. | 100% |  |
|  6. Continuing education and consulting  | Percentage of public libraries with staff participating in continuing education activities sponsored by the State Library or Library Service Areas | 80% | State Library and Library Service Area staff provide consulting services in person and by phone or email; provide workshops and continuing education classes in a variety of formats throughout the state  |
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| Core Function | Outcome Measure(s) | Outcome Target | Link to Strategic Plan Goals |
| CF: Regulation and Compliance. Provide stewardship for the education system through accreditation, approval, fiscal oversight and federal program oversight. |  |  | Support Goal B: To coordinate the educational support system so it is focused on helping schools and communities meet their local goals.Support Goals C: To provide collaborative state level leadership and support to Iowa education in order to create system-wide improvement and increased student achievement. |
| Desired Outcomes: |  |  |  |
| To ensure Iowans have access to a quality education system. | Percentage of school districts meeting accreditation standards | 100% |  |
|  | Percentage of AEAs meeting accreditation standards | 100% |  |
|  | Percentage of community colleges meeting accreditation standards | 100% |  |
|  | Percentage of practitioner preparation programs meeting requirements | 100% |  |
|  | Percentage of practitioners who are appropriately licensed | 100% |  |
| To ensure compliance with federal program requirements | Loss of federal funds from USDE or USDA due to noncompliance with program requirements  |  0%  |  |
| Services, Products and Activities | Performance Measures | Performance Target(s) | Strategies/Recommended Actions |
| 1. Accreditation activities
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|  A. Accredit local school districts | Percent of local districts receiving desk audits annually | 100% | Maintain efforts -- currently meeting target. |
|  | Percent of local districts receiving on-site reviews annually |  20% | Maintain efforts -- currently meeting target. |
|  B. Accredit area education agencies | Percent of AEAs receiving accreditation visits annually |  20% | Maintain efforts -- currently meeting target. |
|  C. Accredit community colleges | Percent of community colleges receiving accreditation visits  | 100% over a 5 year period (timing dependent on NCA accreditation cycle) | Maintain efforts -- currently meeting target. |
| 1. Administration of federal programs (program and fiscal) including: NCLB, IDEA/Special Education, Perkins, Child Nutrition, Infrastructure)
 | Percent of federal programs approved for funding | 100% | Maintain efforts -- currently meeting target. |
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| Core Function | Outcome Measure(s) | Outcome Target | Link to Strategic Plan Goals |
| CF: Library ServicesAcquires, manages and provides access to information. Collections include books, journals, databases, videos, state and federal documents and web-based information. |  |  | LSTA Five Year Plan 2003-2007, Goal 1: Provide expanded, equitable access to library information, materials and services to Iowans of all ages. |
| Desired Outcome(s): |  |  |  |
| Iowans (including those in state government) have access to high quality information in specialized subject areas so they can make informed decisions. | Percentage of annual growth in number of filled requests for specialized information materials or services. | Establish baseline in FY03 |  |
| All Iowans have access to high-quality electronic library resources to enhance learning at all ages | Percentage of Iowans who have access through their public library to electronic informational databases purchased by the State Library | 90% |  |
| Services, Products, Activities | Performance Measures | Performance Target(s) | Strategies/Recommended Actions |
| 1.Provide high quality collections and information in public policy, census and demographics, state and federal documents, law and medicine | Number of filled requests for specialized information materials or services, including reference questions, circulation, interlibrary loan, in-house use of materials, database searches and web hits | Establish baseline in FY03 | Purchase books, journals, databases and other materials; make specialized information available on State Library web sites; staff service desks with qualified librarians; teach customers how to use State Library databases; promote services to potential customers |
| 2.Purchase statewide access to electronic resources on behalf of Iowa libraries | Annual percentage increase in number of uses of electronic databases purchased by the State Library | Establish baseline in FY03 | Determine electronic products available; collaborate with AEAs and other partners on statewide purchases; purchase statewide access to electronic resources on behalf of Iowa libraries; publicize availability to libraries and the public; administer sign-ups and maintain program |
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| Core Function | Outcome Measure(s) | Outcome Target | Link to Strategic Plan Goals |
| CF: Community Coordination and Development (Library Development)Develop the economic security and quality of life of Iowans by working with local public libraries. Activities may include facilitation and coordination; administration of grants to enhance services; program oversight; and technical assistance and support. |  |  | LSTA Five Year Plan 2003-2007: Goal 4. Identify and encourage resource sharing and partnerships in order to help libraries provide effective, high-quality services to Iowans. Goal 5. Strengthen Iowa’s libraries through state level leadership and statewide library advocacy, coordination and planning.Plan of Service FY2003-2004 Goal 2. Iowa libraries will build collaborative efforts in order to better serve their customers. |
| Desired Outcome(s): |  |  |  |
| All Iowans have access to high quality library services so they can participate knowledgeably and productively in a democratic society and lead an enriched life through lifelong learning. | Percentage of Iowans who are eligible to receive public library services | 100% |  |
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| Services, Products, Activities | Performance Measures | Performance Target(s) | Strategies/Recommended Actions |
| 1. Resource sharing | Percentage of Iowa public and academic libraries that participate in statewide resource sharing programs (Open Access, Access Plus, SILO Locator, SILO interlibrary loan) | Establish baseline in FY03 | Provide SILO (State of Iowa Libraries Online) Locator and interlibrary loan program; administer programs to partially reimburse libraries for sharing resource |
| 2. Administration of Statewide Programs | Percentage of accredited public libraries;Percentage of certified public library directorsPercentage of public libraries participating in Direct State Aid ProgramPercentage of libraries submitting annual survey data | 50% of public libraries are accredited75% of public library directors are certified85% of public libraries participate in Direct State Aid program90% of all Iowa libraries submit annual survey data | Provide leadership for Iowa library community; develop and implement plans to improve Iowa library services; administer public library accreditation program, based on “In Service to Iowa: Public Library Measures of Quality”; administer certification program for public library directors; administer Direct State Aid program; administer statistics programs; administer federal LSTA funds |